



## GRANT APPLICATION FORM

**Prior to completing this application form**, please review "Project Requirements & Guidelines" which may be accessed at the [Grant Application](http://sanctuaries.noaa.gov/education/ocean_guardian/application.html) page. Sample Ocean Guardian School grant applications may be found at the same location: [http://sanctuaries.noaa.gov/education/ocean\\_guardian/application.html](http://sanctuaries.noaa.gov/education/ocean_guardian/application.html)

### Instructions:

1. Download and save the application form to your computer.
2. Complete the application form. Press <Tab> after each response. Numeric answers accept only numeric values without commas, the \$ sign or letters.
3. Save the application form.
4. Print 2 copies, double-sided of your completed application form (remember to keep an extra copy for your files) and mail both copies to:  
NOAA's Office of National Marine Sanctuaries,  
Attn: Ocean Guardian School Program  
99 Pacific Street, Building 455-A  
Monterey, CA 93940

**Date:** [MM/DD/YYYY]

**School Name:**

**School Address:**

**County:**

**City, State zip**

**Title 1 School:**

**Name of the WATERSHED in which your school is located (be as specific as possible)**

**Has your school applied for an Ocean Guardian School Grant prior to this application?** YES NO

**If YES, in the box below, please list application dates and indicate whether you received funding. If you are applying for a 4<sup>th</sup> or 5<sup>th</sup> year, please answer question #13.**

Using only the space provided below, type response into grey box (500 character limit).

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	School Principal	Lead Teacher/Project Coordinator (one contact only)
<b>NAME:</b>		
<b>WORK PHONE:</b>		
<b>EMAIL:</b>		
<b>EMAIL DURING BREAKS:</b>		



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### PROJECT INFORMATION

Grant amounts range from \$1,000 - \$4,000 per school depending on the level of the project and funding year. A school may re-apply for funding for the same project for up-to 5 years. Funding amounts are: \$4,000 for Years 1 – 3, \$2,500 for Year 4, and \$1,000 for Year 5. If you do not need funding, but you would like to apply to become an Ocean Guardian School, you must still complete and submit an application by May 1<sup>st</sup>.

1. **Amount of funding requested (this number should equal your total budget from Budget Form)**

Who will be directly participating in your proposed project?  
Is this the entire student body, a grade, a class or a school club?

2. **Number of grade levels directly participating in the project:**

3. **Number of classes directly participating in the project:**

4. **Number of students directly participating in the project:**

5. **Number of teachers directly participating in the project:**

6. **Total number of students in entire school:**

7. **Proposed project pathway: Select one of the pathways listed below.**

Restoration

REFUSE/Reduce/Reuse/Recycle/Rot

Energy & Ocean Health

Marine Debris

Schoolyard Habitats/Gardens

8. **PROJECT CLEARANCE: *Upon receipt of grant funding, your school must be ready and able to move forward with its Ocean Guardian School project as described in this proposal.***

This means your school must have received any necessary permits and/or permission from school and/or local elected officials at the time you submit your application. Please tell us which offices have provided permission for the proposed project:

School Principal

School District

County/State/Officials

County/State/National Parks

City Officials

Other, please explain below (500 character limit)



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**9. PROJECT DESCRIPTION:**

**WHAT** is/are the main goal(s) of the project?

**WHAT** will your project accomplish during the project period?

**WHO** is involved in the project from the school and/or the community?

**WHERE** is the project taking place?

**HOW** will the project be implemented? (Describe a few of the specific project activities and how they will be conducted.)

Using the space below, provide your response (2000 character limit).



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### 10. PROJECT TIMELINE & OUTCOMES:

**WHEN** you are going to carry out your project activities?

**WHAT** are the project activities?

**WHAT** are the desired **OUTCOMES** you hope to achieve?

The first line item is an example of the information you might share

TIME PERIOD/DATE	ACTIVITY/EVENT	OUTCOMES
<i>September - November</i>	<i>Marine Debris presentations by 5th grade class</i>	<i>Students educated about marine debris and its impact on health of watersheds and ocean.</i>

### 11. MEASURABLE DATA: WHAT measurable data will you collect during your project? Refer to the examples provided in the “Project Guidelines and Requirements” on the Ocean Guardian Grant Application webpage. Using the space below, provide your response (800 character limit).



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- 12. PROJECT OUTREACH:** Describe your outreach strategy. **HOW** will you share your project updates with your school community and your local community? For example, will students write letters to local newspapers, will students share information with parents, the PTA/PTO or local elected officials? Will students make presentations to the School Board, City Council, Planning Commission, etc? Please, do not limit your outreach to your school's website, Twitter or Facebook.

Using the space below, provide your response (1100 character limit).

- 13. FOR 4<sup>th</sup> or 5<sup>th</sup> YEAR APPLICANTS:** If you are applying for a 4<sup>th</sup> or 5<sup>th</sup> year, describe the ways in which your project is becoming integrated into the school and becoming a sustainable part of the school's activities, policies and culture.

Use the space provided to respond (1100 character limit).



## GRANT APPLICATION FORM BUDGET FORM

Complete this form and include it with your application. Show an itemized list of expenses. **Please, be as detailed as possible.** Funds are available for a variety of items including, but not limited to project supplies, field trip costs (**transportation**, entrance fees, etc), teacher stipends, and technology equipment. **Field trips are intended to supplement the project activities and learning opportunities, and are limited to 30% of total budget. Stipends are available for teachers, staff, parents and/or community partners and are limited to 30% of total budget.**

**GRANT BUDGET FORM:** After entering the values in Total Amount Requested, press <TAB> key on your keyboard to calculate total Budget. The first line item is an example and will not be calculated as part of your budget.

BUDGET ITEM (item, quantity, cost/item)	TOTAL AMOUNT	DONATED ITEMS OR FUNDING	TOTAL AMOUNT REQUESTED
<i>California Live Oak trees</i> 10 x    \$15.00	<i>\$150.00</i>	<i>\$50.00</i>	<i>\$100.00</i>
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			
X			
<b>TOTAL BUDGET:</b>			

